



Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER
Office of Historic Preservation	Supervisor, Cultural Resources Program	549-084-7563-XXX
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Office of Historic Preservation	Local Government and Environmental Review Supervisor	S10
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Local Government and Environmental Review	Sacramento, CA	
STATE HOUSING (Check only if required)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing Required		Career Executive Assignment (CEA)
POSITION DESCRIPTION		
<p>Under general direction of the State Historic Preservation Officer and Deputy State Historic Preservation Officer, the incumbent coordinates and supervises, on a statewide level, the Local Government Program and the Section 106 and PRC 5024 Environmental Review Programs of the State Office of Historic Preservation. The functions of these programs are mandated by the National Historic Preservation Act, as amended, and the California Public Resource Code.</p> <p>The incumbent is responsible for the interpretation, development and implementation of policies, plans, standards, guidelines, and procedures that ensure compliance with the program requirements of the Survey, California Environmental Quality Act, Local Government Assistance, and Certified Local Government programs. The incumbent is also responsible for working as part of the management team in the office to interpret, develop, and implement policies, plans, standards, guidelines, and procedures that ensure compliance with the program requirements of Section 106 of the National Historic Preservation Act and California Public Resources Code Sections 5024 and 5024.5</p> <p>The incumbent supervises staff assigned to each of the above-mentioned program areas and coordinates with the other office supervisors on the relevant issues of their respective program responsibilities. Supervision of staff includes responsibility for training, performance appraisal, upward mobility and other administrative tasks associated with a supervisor.</p>		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
20%	Supervises the review of projects under Section 106 of the National Historic Preservation Act and Section 5024 of the California Public Resources Code, including the development and administration of Memoranda of Understanding and Programmatic Agreements with affected agencies; ensures that the program implementation is consistent with those aspects of Section 106 and PRC 5024 administered by the other units in the office.	
20%	Supervises the review of projects under the California Environmental Quality Act, including making recommendations as to which projects the office should comment on and the nature of those comments; also includes overseeing the development of technical assistance, guidance, and training related to CEQA and historical resources.	
20%	Supervises the development of program guidelines, office policies and procedure for coordinating the Certified Local Government Program. This includes the review of applications, annual reports and oversight of the certification process; conducting evaluations of each program participant.	



Duty Statement

15%	Supervises the development of program guidelines, office policies and procedures for implementing the requirements of the Cultural Resources Survey and Inventory Program. This includes overseeing the implementation of the relevant aspects of the Comprehensive Statewide Historic Preservation Plan for California.	
15%	As part of the management team in the OHP, participates in the preparation of internal and external policies, standards, and guidelines for implementing the regulatory role carried out by the office in reviewing and commenting on the environmental effects of federal and state projects on historical resources.	
5%	Provides technical assistance to internal and external customers. This includes developing training materials and handbooks, and organizing and conducting workshops and training sessions.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
Office environment.		
SPECIAL REQUIREMENTS:		
None		
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
SUPERVISOR STATEMENT: I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)		SUPERVISOR SIGNATURE
EMPLOYEE STATEMENT: I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)		EMPLOYEE SIGNATURE